



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2501



Robert B. Taylor
Chief Probation Officer

June 29, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO APPROVE CONTRACT WITH MEDTOX SCIENTIFIC INC.
TO PROVIDE DRUG TESTING SERVICES FOR THE PROBATION DEPARTMENT
(3 VOTES, ALL SUPERVISORIAL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Mayor to sign the attached contract with MedTox Scientific, Inc., to provide drug testing services for the Probation Department for the period of August 1, 2006 through July 31, 2007, with an option to renew for four additional 12-month periods with an estimated annual cost of \$1,150,000 fully financed by net County cost (NCC). Funding for this contract is included in the FY 2006-07 Adopted Budget.
2. Delegate authority to the Chief Probation Officer to prepare and execute, after review and approval by County Counsel, contract modifications to extend the contract term for four additional 12-month periods, in an estimated annual amount of \$1,150,000 for each term.
3. Delegate authority to the Chief Probation Officer to execute modifications to the contract to increase or decrease the maximum contract amount by no more than 10% of the original cost per analyte and/or 180 days to the period of performance pursuant to the terms contained therein. The approval of County Counsel will be obtained prior to executing such modification and the Chief Probation Officer will notify the Chief Administrative Office in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval of a contract (Attachment I) with MedTox Scientific, Inc. (MedTox) for drug testing services. Probation has contracted for drug testing services since August 1981 and has a need to continue contracting for these services to comply with orders issued by the courts. Probation currently contracts for these services with Kroll Laboratories, Inc. (Kroll). The contract with Kroll is currently on a month-to-month extension and Kroll will be given a 30-day termination notice following Board approval of the proposed contract. Probation intends to have the current and proposed contract terms overlap for a one-month period to provide all parties with the necessary time to achieve a seamless transition of services. Since this is a fee-for-service contract, the contract term overlap will not result in increased costs.

The drug testing services require a private contractor to pick up urine samples from various Probation locations within Los Angeles County, testing the samples submitted to detect and deter drug abuse for those probationers who have a testing order as a condition of probation, confirming positive results, storing tested samples, preparing and sending printed reports of the test results to Probation within a limited period of time, and providing expert testimony at criminal court hearings when necessary. Testing results and statistical data will be made available 24 hours per day to the Department through a secured real-time, interactive, web-based data management program.

Consultation services will also be made available to Probation staff on a 24-hour daily basis through a telephone hot-line program. Expert advice will be obtained from a physician, pharmacologist, or toxicologist available to respond to any drug-related issues such as, drug testing, drug recognition, drug addiction, or drug abuse at no additional cost to the department.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan Goal #3: Organizational Effectiveness: to ensure that service delivery systems are efficient, effective, and goal oriented and Goal #4: Fiscal Responsibility: to strengthen the County's fiscal capacity.

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FINANCIAL IMPACT/FINANCING:

The estimated maximum annual contract cost is \$1,150,000 fully funded by NCC. Funding for this contract is included in the FY 2006-07 Adopted Budget. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In accordance with the Department of Human Resources memorandum dated November 16, 1995, this contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of this contract and during the life of the contract.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, this contract contains County requirements regarding the hiring of participants of the GAIN/GROW program.

The contract is Non-Prop A. Consequently, there are no departmental employee relation issues and the contract will not result in a reduction of County services. Probation has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

The contract includes all other County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for the contractor's employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was conducted. Through the solicitation and competitive negotiation process, 10 letters were sent to service providers and advertisements were run in the Los Angeles Times, Eastern Group Publications, Compton Bulletin, and Lynwood Journal. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department Web Site (Attachment II). The evaluation factors listed in the RFP included financial capability, cost proposal, plan for providing required services, quality control plan, experience and capability, and references. As a result, 12 potential providers requested copies of the RFP, 10 potential providers attended the mandatory bidder's conference, and 5 proposals were received for the required services. Kroll, MedTox, National Toxicology Laboratories, Inc. (National), Pacific Toxicology Laboratories (PacTox), and San Diego Reference Laboratory (SDRL) submitted proposals.

The proposals were reviewed using an initial screening "pass/fail" process to determine which proposals would be evaluated. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposal submitted by SDRL was not evaluated because it did not pass the initial screening process.

An evaluation committee objectively evaluated the proposals submitted by Kroll, MedTox, National, and PacTox. Staff from the Department of Public Social Services, Department of Health Services—Alcohol and Drug Program Administration, and Probation comprised the evaluation committee. MedTox received the highest overall score and was rated the most responsive to Probation needs by the Evaluation Committee. MedTox's proposal demonstrated an exceptional understanding and knowledge of drug testing. MedTox has key staff with extensive experience in science, law enforcement, training, and management.

Consistent with the County's Protest Policy, Kroll requested a County Review. After reviewing and hearing the protest at a public hearing held on May 11, 2006, the County Review Panel recommended no changes to the evaluation of Kroll's proposal.

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IMPACT ON CURRENT SERVICES (OR PROJECTS):

This contract will continue the current level of services.

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department
9150 E. Imperial Hwy, Rm. A66
Downey, CA 90242
Attention: Yolanda Young, Director
Contracts & Grants Mgmt. Division

MedTox Scientific, Inc.
354 West County Road D
Saint Paul, Minnesota 55112
James A. Schoonover,
Vice President

Respectfully submitted,



ROBERT B. TAYLOR
Chief Probation Officer

RBT:yy

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c: Chief Administrative Officer
County Counsel

Attachments (2)

Bid Information

Bid Number : 6400506

Bid Title : RFP To Provide Anti-Drug Abuse Testing Services

Bid Type : Service

Department : Probation

Commodity : LABORATORY & FIELD TESTING SERVICES (NOT OTHERWISE CLASSIFIED)

Open Date : 10/28/2005

Closing Date : 12/9/2005 12:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : Not Available

Bid Description : Dear Prospective CONTRACTOR:

The Probation Department is soliciting proposals from qualified laboratories to provide multiple drug screen anti-drug abuse testing services for the County of Los Angeles Probation Department.

The successful contractor will be responsible for picking up urine samples from various Probation Department locations within the County of Los Angeles, testing all the urine samples submitted, storing the tested samples for the specified period of time, and preparing and delivering in a limited period of time, reports of the results of the tests to the Probation Department Narcotic Consultant and those Probation Department locations that submitted the samples. Contractor shall be certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). Documentation of stated standards and certification shall be on file with the County Contract Manager prior to commencement of the contract, and remain current and on file throughout the term of the contract.

Interested and qualified contractors, who have demonstrated their ability to successfully provide services of this type, are invited to submit proposals, provided they meet the minimum requirements in Attachment A.

For a copy of the RFP which establishes guidelines, criteria and procedures for proper application, contact:

Rosalind Arrington, Contract Analyst
Contracts & Grants Management Division
County of Los Angeles Probation Department
9150 E. Imperial Highway, Room C-29
Downey, CA 90242
(562) 940-2865

There will be a Mandatory Proposer's Conference where COUNTY representatives will be available to answer any questions about the RFP process and objectives. The Mandatory Proposer's Conference will be held on Thursday, November 17, 2005, 9:00 a.m., at County of Los Angeles Probation Department, 9150 East Imperial Highway, Classroom A, Downey, CA 90242. Those planning to attend must notify Ms. Arrington by 4:00 p.m., PST, Tuesday, November 15, 2005. Please note that minors are not allowed to attend the conference.

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M., PST ON
FRIDAY, DECEMBER 9, 2005.**

Careful consideration will be given to all responsive proposals. We look forward to working with each of the qualified and interested firms.

ATTACHMENT A

MINIMUM MANDATORY REQUIREMENTS

1. Proposer must attend the Mandatory Proposer's Conference scheduled for November 17, 2005.
2. Proposer must submit a proposal by 12:00 p.m., PST, December 9, 2005.
3. Proposer's must provide proof they are certified by SAMHSA. Attach copies of proficiency reports for the last two (2) years.
4. Proposer must respond positively to a willingness to hire GAIN/GROW participants. (Reference RFP Section 1.27)
5. Proposer must certify intent to comply with the COUNTY'S Jury Service Program. (Reference RFP Section 1.32)
6. Proposer must comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Section 2.0, of this RFP when submitting its proposal.

Contact Name : Rosalind Arrington

Contact Phone# : (562) 940-2865

Contact Email : Rosalind.Arrington@laprob.org

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